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## Fire Fighter Qualification and Certification Policy and Procedures Rules and Regulations

### Secs. 7-323l-1—7-323l-20.

Repealed, June 6, 1980.

### Secs. 7-323l-21—7-323l-76.

Repealed, June 7, 1996.

### Sec. 7-323l-77. General

(a) **Scope:** This Standard identifies the professional levels of competence required of fire department members.

(b) **Purpose:** The purpose of this Standard is to specify, in terms of performance objectives, the minimum requirements of professional competence required for service as a fire fighter. It is not the intent of this Standard to restrict any jurisdiction from exceeding these minimum requirements.

(c) **Performance Criteria:** All of the performance standards for any level shall meet the following criteria: They shall be performed swiftly, safely and with competence. Each objective shall be met in its entirety.

It is not required for the objectives to be mastered in the order they appear. The local or state training program shall establish the instructional priority, and the training program content to prepare individuals to meet the performance objectives of this Standard.

(Effective June 7, 1996)

### Sec. 7-323l-78. Definition of terms

The following terms when used in Sections 7-323l-77 to 7-323l-98 of the Regulations of Connecticut State Agencies inclusive shall have the following meanings:

(a) **“Fire Fighter Candidate”** means the member of a fire department who has not met the objectives for Fire Fighter I.

(b) **“Fire Fighter I”** means the fire fighter, at the first level of progression in the fire department, who has demonstrated the knowledge and skills necessary to function safely and effectively as an integral member of a firefighting team in accordance with the objectives specified in this Standard for that level, and, when engaged in hazardous activities, works under direct supervision.

(c) **“Fire Fighter II”** means the fire fighter, at the second level of progression in the fire department, who has demonstrated the skills and depth of knowledge necessary to function under general supervision. This person shall function safely and effectively as an integral member of a team of equally or less experienced firefighters to accomplish a series of tasks in accordance with the objectives specified in this Standard for that level, and, when engaged in hazardous activities, maintains direct communication with a supervisor.

(d) **“Fire Fighter III”** means, as defined by National Fire Protection Association Standard 1001, 1987 edition, the fire fighter, at the third level of progression in the fire department, who has demonstrated the knowledge of, and the ability to perform objectives specified in that standard, and who works under minimum supervision, but under orders.

(e) **“Pump Operator”** means the fire apparatus driver/operator who has demonstrated the knowledge, skills, and abilities required for the operation of apparatus equipped with an attack or fire pump in accordance with the objectives specified in this Standard for that level.

(f) **“Truck Operator”** means the fire apparatus driver/operator who has demonstrated the knowledge, skills, and abilities required for the operation of apparatus equipped with aerial devices in accordance with the objectives specified in this Standard for that level.

(g) **“Airport Fire Fighter”** means the fire fighter who has demonstrated the knowledge, skills, and abilities required by and in accordance with the objectives specified in this Standard for that level.

(h) **“Fire Officer I”** means the fire officer, at the supervisory level, who has demonstrated the knowledge, skills, and abilities required by and in accordance with the objectives specified in this Standard for that level.

(i) **“Fire Officer II”** means the fire officer, at the supervisory/managerial level, who has demonstrated the knowledge, skills, and abilities required by and in accordance with the objectives specified in this Standard for that level.

(j) **“Fire Officer III”** means the fire officer, at the managerial/administrative level, who has demonstrated the knowledge, skills, and abilities required by and in accordance with the objectives specified in this Standard for that level.

(k) **“Public Fire and Life Safety Educator I”** means an individual who has demonstrated the ability to coordinate and deliver existing educational programs and information in accordance with the objectives specified in this Standard for that level.

(l) **“Public Fire and Life Safety Educator II”** means an individual who has demonstrated the ability to prepare educational programs and information to meet identified needs in accordance with the objectives specified in this Standard for that level.

(m) **“Fire Service Instructor I”** means a fire service instructor who has demonstrated the knowledge of and the ability to conduct instruction from prepared material in accordance with the objectives specified in this Standard for that level.

(n) **“Fire Service Instructor II”** means a fire service instructor who, in addition to meeting Fire Service Instructor I qualifications, has demonstrated the knowledge and ability to coordinate other instructors and who is capable of using a variety of teaching strategies to develop lesson plans and instructional aids based on a task analysis in accordance with the objectives specified in this Standard for that level.

(o) **“Hazardous Materials Technician”** means an individual who responds to releases or potential releases of hazardous materials for the purpose of controlling the release utilizing special chemical protective clothing and control equipment in accordance with the objectives specified in this Standard for that level.

(p) **“Fire Department Safety Officer”** means the member of a fire department assigned and authorized by the fire chief as the principal safety officer assigned to perform duties and responsibilities in accordance with the objectives specified in this Standard for that level.

(q) **“Fire Department”** means the Agency that provides fire suppression and/or fire prevention services to a state, county, municipality, organized fire district or institution; also any recognized fire education or training program.

(r) **“Safely”** means to perform the objective without injury to self or to others.

(s) **“With Competence”** means possessing knowledge skills, and judgment needed to perform indicated objective satisfactorily.

(t) **“Swiftly”** means the time, as determined by the authority having jurisdiction, that it takes an approved fire fighter to perform the objective satisfactorily.

(u) **“Demonstrate”** means to show by actual use, illustration, simulation, or explanation. This may be supplemented by or replaced by simulation, explanation, illustration or a combination of these.

(v) **“Identify”** means to physically select, indicate, or explain verbally or in writing, using standard terms recognized by the Fire Service.

(w) **“Objective”** means observable or measurable demonstration of a skill, knowledge, or both.

(x) **“Qualified”** means having satisfactorily completed the requirements of the objectives.

(y) **“this Standard”** means the term *this Standard* shall refer to each section of the “Fire Fighter Qualifications and Certification Policy and Procedures Rules and Regulations” (Section 7-323k-6 and sections 7-323l-77 to 7-323l-99 of the Regulations of Connecticut State Agencies as amended).

(z) **“Non - Live Fire Practical Skills Examination”** means any psychomotor skills examination which consists of skills or tasks that do not expose the candidate to actual fire conditions.

(aa) **“Live Fire Control Examination”** means any psychomotor skills examination which consists of skills or tasks that does expose the candidate to actual fire conditions during efforts to control or extinguish the fire.

(bb) **“Live Fire Suppression Activities”** means any fire service activity that exposes the candidate to actual fire conditions during efforts to control or extinguish the fire.

(Effective June 7, 1996)

### **Sec. 7-323l-79. Requirements of certification**

(a) The candidate for certification shall be at least 18 years of age.

(b) The requirements for various levels of certification shall be in accordance with Sections 7-323l-80 through 7-323l-94 of the Regulations of Connecticut State Agencies inclusive.

(Effective June 7, 1996)

### **Sec. 7-323l-80. Fire fighter I**

#### **(a) General**

(1) A candidate for Fire Fighter I certification shall be an active member of a fire department.

(2) No person may be certified to the level of Fire Fighter I until all examination requirements of this Standard for that level have been fulfilled.

(b) **Objectives:** The candidate for certification to the level of Fire fighter I shall comply with the performance objectives of the most current edition of National Fire Protection Association Professional Qualifications Standard 1001, Fire Fighter I, with appendices, which is hereby adopted by reference, when accepted by the Commission, except as amended, altered or deleted by these or other State of Connecticut regulations.

Copies of the Standard are available by writing the National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02269-9101 or by telephoning the National Fire Protection Association at 1-800-344-3555.

(c) The Commission shall certify as a Fire Fighter I those candidates who have satisfactorily demonstrated their ability to meet the requirements as defined in this section.

(Effective June 7, 1996)

### **Sec. 7-323l-81. Fire fighter II**

#### **(a) General**

(1) A candidate for Fire Fighter II certification shall be an active member of a fire department and shall be a certified Fire Fighter I.

(2) No person may be certified to the level of Fire Fighter II until all examination requirements of this Standard for that level have been fulfilled.

(b) **Objectives:** The candidate for certification to the level of Fire Fighter II shall comply with the performance objectives of the most current edition of National Fire Protection Association Professional Qualifications Standard 1001, Fire Fighter II, with appendices, which is hereby adopted by reference, when accepted by the Commission, except as amended, altered or deleted by these or other State of Connecticut regulations.

Copies of the Standard are available by writing the National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02269-9101 or by telephoning the National Fire Protection Association at 1-800-344-3555.

(c) The Commission shall certify as a Fire Fighter II those candidates who have satisfactorily demonstrated their ability to meet the requirements as defined in this section.

(Effective June 7, 1996)

### **Sec. 7-323/-82. Fire fighter III**

#### **(a) General**

(1) A candidate for Fire Fighter III certification shall be an active member of a fire department and shall be a certified Fire Fighter II.

(2) No person may be certified to the level of Fire Fighter III until all examination requirements of this Standard for that level have been fulfilled.

(3) On September 30, 1994, the level of Fire Fighter III certification shall be eliminated for the general fire service population.

(4) On or after September 30, 1994, only those individuals who are required by their organizational or contractual requirements to be certified to the level of Fire-fighter III may be so certified.

(b) **Objectives:** The candidate for certification to the level of Fire Fighter III shall comply with the performance objectives of the 1987 edition of National Fire Protection Association Professional Qualifications Standard 1001, Fire Fighter III, with appendices, which is hereby adopted by reference, when accepted by the Commission, except as amended, altered or deleted by these or other State of Connecticut regulations.

Copies of the Standard are available by writing the National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02269-9101 or by telephoning the National Fire Protection Association at 1-800-344-3555.

(c) The Commission shall certify as a Fire Fighter III those candidates who have satisfactorily demonstrated their ability to meet the requirements as defined in this section.

(Effective June 7, 1996)

### **Sec. 7-323/-83. Pump operator**

#### **(a) General**

(1) A candidate for Pump Operator Certification shall be an active member of a fire department.

(2) A candidate for Pump Operator certification shall be a certified Fire Fighter I or shall document in writing that he/she has been an active member of a fire department since prior to July 1, 1977.

(3) A candidate for Pump Operator certification shall be legally licensed to drive all emergency vehicles that he/she is expected to operate.

(4) No person may be certified to the level of Pump Operator until all examination requirements of this Standard for that level have been fulfilled.

(b) **Objectives:** The candidate for certification to the level of Pump Operator shall comply with the performance objectives found in the following sections of the most current edition of National Fire Protection Association Professional Qualifications Standard 1002, Fire Department Vehicle Driver/Operator Professional Qualifications: General Requirements; Apparatus Equipped with an Attack or Fire Pump, with appendices, which is hereby adopted by reference, when accepted by the Commission, except as amended, altered or deleted by these or other State of Connecticut regulations.

Copies of the Standard are available by writing the National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02269-9101 or by telephoning the National Fire Protection Association at 1-800-344-3555.

(c) The Commission shall certify as a Pump Operator those candidates who have satisfactorily demonstrated their ability to meet the requirements as defined in this section.

(Effective June 7, 1996)

#### **Sec. 7-323I-84. Truck operator**

##### **(a) General**

(1) A candidate for Truck Operator certification shall be an active member of a fire department.

(2) A candidate for Truck Operator certification shall be a certified Fire Fighter I or shall document in writing that he/she has been an active member of a fire department since prior to July 1, 1977.

(3) A candidate for Truck Operator certification shall be legally licensed to drive all emergency vehicles that he/she is expected to operate.

(4) No person may be certified to the level of Truck Operator until all examination requirements of this Standard for that level have been fulfilled.

(b) **Objectives:** The candidate for certification to the level of Truck Operator shall comply with the performance objectives found in the following sections of the most current edition of National Fire Protection Association Professional Qualifications Standard 1002, Fire Department Vehicle Driver/Operator Professional Qualifications: General Requirements; Apparatus Equipped with an Aerial Device, with appendices, which is hereby adopted by reference, when accepted by the Commission, except as amended, altered or deleted by these or other State of Connecticut regulations.

Copies of the Standard are available by writing the National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02269-9101 or by telephoning the National Fire Protection Association at 1-800-344-3555.

(c) The Commission shall certify as a Truck Operator those candidates who have satisfactorily demonstrated their ability to meet the requirements as defined in this section.

(Effective June 7, 1996)

#### **Sec. 7-323I-85. Airport fire fighter**

##### **(a) General**

(1) A candidate for Airport Fire Fighter certification shall be an active member of a fire department or have airport fire protection responsibilities as a member of an organization or agency that provides those services.



(2) No person may be certified to the level of Airport Fire Fighter until all examination requirements of this Standard for that level have been fulfilled.

(b) **Objectives:** The candidate for certification to the level of Airport Fire Fighter shall comply with the performance objectives of the most current edition of National Fire Protection Association Professional Qualifications Standard 1003, Airport Fire Fighter, with appendices, which is hereby adopted by reference, when accepted by the Commission, except as amended, altered or deleted by these or other State of Connecticut regulations.

Copies of the Standard are available by writing the National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02269-9101 or by telephoning the National Fire Protection Association at 1-800-344-3555.

(c) The Commission shall certify as an Airport Fire Fighter those candidates who have satisfactorily demonstrated their ability to meet the requirements as defined in this section.

(Effective June 7, 1996)

## Sec. 7-323/86. Fire officer I

### (a) General

(1) A candidate for Fire Officer I certification shall be an active member of a fire department and shall be a certified Fire Fighter II.

(2) No person may be certified to the level of Fire Officer I until all examination requirements of this Standard for that level have been fulfilled.

(b) **Objectives:** The candidate for certification to the level of Fire Officer I shall comply with the performance objectives of the most current edition of National Fire Protection Association Professional Qualifications Standard 1021, Fire Officer Professional Qualifications, Fire Officer I, with appendices, which is hereby adopted by reference, when accepted by the Commission, except as amended, altered or deleted by these or other State of Connecticut regulations.

Copies of the Standard are available by writing the National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02269-9101 or by telephoning the National Fire Protection Association at 1-800-344-3555.

(c) The Commission shall certify as a Fire Officer I those candidates who have satisfactorily demonstrated their ability to meet the requirements as defined in this section.

(Effective June 7, 1996)

## Sec. 7-323/87. Fire officer II

### (a) General

(1) A candidate for Fire Officer II certification shall be an active member of a fire department and shall be a certified Fire Officer I.

(2) No person may be certified to the level of Fire Officer II until all examination requirements of this Standard for that level have been fulfilled.

(b) **Objectives:** The candidate for certification to the level of Fire Officer II shall comply with the performance objectives of the most current edition of National Fire Protection Association Professional Qualifications Standard 1021, Fire Officer Professional Qualifications, Fire Officer II, with appendices, which is hereby adopted by reference, when accepted by the Commission, except as amended, altered or deleted by these or other State of Connecticut regulations.

Copies of the Standard are available by writing the National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02269-9101 or by telephoning the National Fire Protection Association at 1-800-344-3555.

(c) The Commission shall certify as a Fire Officer II those candidates who have satisfactorily demonstrated their ability to meet the requirements as defined in this section.

(Effective June 7, 1996)

### **Sec. 7-323I-88. Fire officer III**

#### **(a) General**

(1) A candidate for Fire Officer III certification shall be an active member of a fire department and shall be a certified Fire Officer II.

(2) No person may be certified to the level of Fire Officer III until all examination requirements of this Standard for that level have been fulfilled.

(b) **Objectives:** The candidate for certification to the level of Fire Officer III shall comply with the performance objectives of the most current edition of National Fire Protection Association Professional Qualifications Standard 1021, Fire Officer Professional Qualifications, Fire Officer III, with appendices, which is hereby adopted by reference, when accepted by the Commission, except as amended, altered or deleted by these or other State of Connecticut regulations.

Copies of the Standard are available by writing the National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02269-9101 or by telephoning the National Fire Protection Association at 1-800-344-3555.

(c) The Commission shall certify as a Fire Officer III those candidates who have satisfactorily demonstrated their ability to meet the requirements as defined in this section.

(Effective June 7, 1996)

### **Sec. 7-323I-89. Public fire and life safety educator I**

(a) **General:** No person may be certified to the level of Public Fire and Life Safety Educator I until all examination requirements of this Standard for that level have been fulfilled.

(b) **Objectives:** The candidate for certification to the level of Public Fire and Safety Educator I shall comply with the performance objectives of the most current edition of National Fire Protection Association Professional Qualifications Standard 1035, Professional Qualifications for Public Fire and Life Safety Educator, Public Fire and Life Safety Educator I, with appendices, which is hereby adopted by reference, when accepted by the Commission, except as amended, altered or deleted by these or other State of Connecticut regulations.

Copies of the Standard are available by writing the National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02269-9101 or by telephoning the National Fire Protection Association at 1-800-344-3555.

(c) The Commission shall certify as a Public Fire and Life Safety Educator I those candidates who have satisfactorily demonstrated their ability to meet the requirements as defined in this section.

(Effective June 7, 1996)

### **Sec. 7-323I-90. Public fire and life safety educator II**

#### **(a) General**

(1) A candidate for Public Fire and Life Safety Educator II certification shall be a certified Public Fire and Life Safety Educator I.

(2) No person may be certified to the level of Public Fire and Life Safety Educator II until all examination requirements of this Standard for that level have been fulfilled.



(b) **Objectives:** The candidate for certification to the level of Public Fire and Life Safety Educator II shall comply with the performance objectives of the most current edition of National Fire Protection Association Professional Qualifications Standard 1035, Professional Qualifications for Public Fire and Life Safety Educator, Public Fire and Life Safety Educator II, with appendices, which is hereby adopted by reference, when accepted by the Commission, except as amended, altered or deleted by these or other State of Connecticut regulations.

Copies of the Standard are available by writing the National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02269-9101 or by telephoning the National Fire Protection Association at 1-800-344-3555.

(c) The Commission shall certify as a Public Fire and Safety Educator II those candidates who have satisfactorily demonstrated their ability to meet the requirements as defined in this section.

(Effective June 7, 1996)

### **Sec. 7-323/91. Fire service instructor I**

#### **(a) General**

(1) A candidate for Fire Service Instructor I certification shall be an active member of a fire department.

(2) A candidate for Fire Service Instructor I certification shall be a certified Fire Fighter II or shall document in writing that he/she has been an active member of a fire department since prior to July 1, 1977.

(3) No person may be certified to the level of Fire Service Instructor I until all examination requirements of this Standard for that level have been fulfilled.

(b) **Objectives:** The candidate for certification to the level of Fire Service Instructor I shall comply with the performance objectives of the most current edition of National Fire Protection Association Professional Qualifications Standard 1041, Fire Service Instructor I, with appendices, which is hereby adopted by reference, when accepted by the Commission, except as amended, altered or deleted by these or other State of Connecticut regulations.

Copies of the Standard are available by writing the National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02269-9101 or by telephoning the National Fire Protection Association at 1-800-344-3555.

(c) The Commission shall certify as a Fire Service Instructor I those candidates who have satisfactorily demonstrated their ability to meet the requirements as defined in this section.

(Effective June 7, 1996)

### **Sec. 7-323/92. Fire service instructor II**

#### **(a) General**

(1) A candidate for Fire Service Instructor II certification shall be an active member of a fire department.

(2) A candidate for Fire Service Instructor II certification shall be a certified Fire Service Instructor I.

(3) No person may be certified to the level of Fire Service Instructor II until all examination requirements of this Standard for that level have been fulfilled.

(b) **Objectives:** The candidate for certification to the level of Fire Service Instructor II shall comply with the performance objectives of the most current edition of National Fire Protection Association Professional Qualifications Standard 1041, Fire Service Instructor II, with appendices, which is hereby adopted by reference, when

accepted by the Commission, except as amended, altered or deleted by these or other State of Connecticut regulations.

Copies of the Standard are available by writing the National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02269-9101 or by telephoning the National Fire Protection Association at 1-800-344-3555.

(c) The Commission shall certify as a Fire Service Instructor II those candidates who have satisfactorily demonstrated their ability to meet the requirements as defined in this section.

(Effective June 7, 1996)

## **Sec. 7-323/-93. Hazardous materials technician**

### **(a) General**

(1) A candidate for Hazardous Materials Technician certification shall be a certified Fire Fighter I or shall meet the Respiratory Standards of CFR 1910.134 in the use of Self Contained Breathing Apparatus.

(2) No person may be certified to the level of Hazardous Materials Technician until all examination requirements of this Standard for that level have been fulfilled.

(b) **Objectives:** The candidate for certification to the level of Hazardous Materials Technician shall comply with the performance objectives of the most current edition of National Fire Protection Association Standard 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents, Competencies for the Hazardous Materials Technician, with appendices, which is hereby adopted by reference, when accepted by the Commission, except as amended, altered or deleted by these or other State of Connecticut regulations.

Copies of the Standard are available by writing the National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02269-9101 or by telephoning the National Fire Protection Association at 1-800-344-3555.

(c) The Commission shall certify as a Hazardous Materials Technician those candidates who have satisfactorily demonstrated their ability to meet the requirements as defined in this section.

(d) It shall be the responsibility of the individual certified as a Hazardous Materials Technician to meet the annual training requirements and receive medical surveillance in accordance with federal Occupational Safety and Health Administration (OSHA), local occupational health and safety regulatory, or US. Environmental Protection Agency (EPA) requirements, whichever are appropriate for their jurisdiction.

(Effective June 7, 1996)

## **Sec. 7-323/-94. Fire department safety officer**

### **(a) General**

(1) A candidate for Fire Department Safety Officer certification shall be an active member of a fire department.

(2) A candidate for Fire Department Safety Officer certification shall be a certified Fire Officer I or have been a Fire Officer on or before July 1, 1986.

(3) No person may be certified to the level of Fire Department Safety Officer until all examination requirements of this Standard for that level have been fulfilled.

(b) **Objectives:** The candidate for certification to the level of Fire Department Safety Officer shall comply with the performance objectives of the most current edition of National Fire Protection Association Standard 1521, Fire Department Safety Officer, with appendices, which is hereby adopted by reference, when accepted by the Commission, except as amended, altered or deleted by these or other State of Connecticut regulations.

Copies of the Standard are available by writing the National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02269-9101 or by telephoning the National Fire Protection Association at 1-800-344-3555.

(c) The Commission shall certify as a Fire Department Safety Officer those candidates who have satisfactorily demonstrated their ability to meet the requirements as defined in this section.

(Effective June 7, 1996)

### **Sec. 7-323l-95. Examinations - general**

(a) The Commission on Fire Prevention and Control shall prepare and conduct oral, written, and/or practical examinations as deemed appropriate to determine if a person is qualified and eligible to be certified.

(b) The Commission on Fire Prevention and Control may:

(1) Accept successful completion of programs of training developed by public or private agencies and approved by the Commission as proof of qualification for certification eligibility, or, (2) Prepare and conduct a training program, the successful completion of which shall qualify an individual to be certified.

(c) All examination requirements for a given level of certification shall be completed within a 12 month period of time. Failure to complete requirements within that time frame shall render all examination components which have been completed void.

(d) All examinations and/or components of examinations shall be structured and administered in accordance with the Americans with Disabilities Act. Appropriate examination accommodations may be made on an as needed basis when supported by appropriate documentation of disability.

(e) Candidates for certification to any level specified in Sections 7-323l-80 through 7-323l-94 inclusive of the Regulations of Connecticut State Agencies shall successfully complete any written and/or non - live fire practical skills examination required for that level in accordance with Sections 7-323l-96 and 7-323l-97 of the Regulations of Connecticut State Agencies prior to applying for and participating in any live fire control examination ( if required ) for that level. This requirement does not apply to written verification of live fire suppression activities.

(f) The Commission may establish such examination fees as deemed appropriate and necessary.

(Effective June 7, 1996)

### **Sec. 7-323l-96. Written examination administration**

(a) All written examinations shall be provided and administered by the Commission on Fire Prevention and Control, Certification Division. Periodically the Commission shall offer examinations. These written examinations may be given in conjunction with practical examinations. The candidate shall successfully complete the practical examination for a certification level prior to applying for and participating in the written examination for that level. This requirement shall apply for all levels of certification with the exception of Safety Officer for which no practical skills examination is required. Dates of upcoming written examinations and application forms may be obtained from the Commission on Fire Prevention and Control, Certification Division. Candidates applying for examinations shall file an application form with the Commission at least 10 days before the scheduled date of the examination.

**(b) Local delivery or regional school delivery of state written exams.**

(1) At least 30 days prior to the anticipated test date for a fire department or regional fire school examination, the Chief of Department, lead certified Fire Service Instructor, or the governing board of the regional fire school shall submit to the Commission on Fire Prevention and Control, Certification Division a completed "Request for Examination" form.

(2) Local written examinations shall be administered by Commission personnel for a reasonable number of candidates.

(c) Every fire department may designate one (1) and each regional fire school may designate two (2) fire service instructors who shall be responsible for administering the training records of its members.

(d) Records of each candidate's practical training and evaluation shall be maintained by a designated fire service instructor on forms approved by the Office of State Fire Administration.

**(e) Written Examination Structure**

(1) Certification written examinations shall consist of questions divided into sections, each section covering one or more of the objectives required for certification of the levels specified in Sections 7-323l-79 through 7-323l-93 inclusive of the Regulations of Connecticut State Agencies.

(2) Certification written examinations shall consist of a number of questions deemed appropriate by the Commission to adequately measure the cognitive knowledge of the objectives required for certification of the levels specified in Sections 7-323l-80 through 7-323l-94 inclusive of the Regulations of Connecticut State Agencies.

**(f) Scoring:**

(1) An overall grade of 70 percent is required for the successful completion of a written examination; however, a minimum of 50 percent correct shall be attained in each section of the examination.

(2) All written examinations are graded by the Commission on Fire Prevention and Control, Certification Division, and are recorded permanently in Commission files.

(3) Test scores shall be sent to each candidate by first class mail within 4 to 6 weeks of the date of the examination. If test scores are delayed beyond 4 to 6 weeks, candidates shall be so notified by mail and shall be advised of the expected date of availability.

**(g) Examination Delivery System:**

(1) All written state examinations shall be administered under direct control of the Commission on Fire Prevention and Control, Certification Division.

(2) Examination booklets and answer sheets shall be delivered by a representative of the Certification Division to the examination site. The package containing the examination booklets shall not be opened except in the presence of the candidates at the time and place the examination is to be administered. If this package has been opened prior to this time, the particular examination session is void.

(3) Upon completion of the examination, the proctor shall place all examination booklets, along with all scratch paper used by the candidates, in the return package provided in the presence of one or more students who participated in the examination. The proctor shall place the answer sheets in the package provided in the same manner.

**(h) Administration Procedures:**

(1) The time allowed to complete each written examination shall begin after the proctor has read the instructions for that examination. At that time all discussion shall cease. From that time to the time that the candidate completes the examination

and remits the examination materials to the proctor, candidates shall not be permitted to speak to each other or to the proctor and all "Instructions to the Candidates" contained in the proctor's instructions shall be followed.

(2) The time allowed for each examination shall be as deemed appropriate by the Commission. The Commission shall inform the candidates of the time allowed prior to the day of the examination and as part of the "Instructions to the Candidate" on the day of the examination.

**(i) Reexamination:**

(1) Any candidate receiving an overall grade below 70 percent shall be reexamined in the entire examination; any candidate who received an overall grade of 70 percent or higher but with a grade of less than 50 percent on one or more of the examination sections, shall be reexamined only in the examination section(s) in which the grade was below 50 percent and shall obtain a grade of 70 percent or better in each such section upon reexamination.

**(2) Procedures:**

(A) Upon successful completion of any previously failed section(s), the final grade of record for the examination shall be the percentage received for the original examination prior to the reexamination. Candidates shall receive credit for the section(s) passed during the reexamination for the purpose of determining mastery of those sections only. The score(s) of the reexamined section(s) shall not be factored into the final examination score.

(B) No person may be reexamined without complying with all requirements as defined in sections 7-323I-95 and 7-323I-96 of the Regulations of Connecticut State Agencies.

(C) To be reexamined in the state certification written examination at any level within 12 months of the date of the practical examination does not require retesting of the practical skills portion.

(D) If the written portion of the examination is not satisfactorily completed within 12 months of the date of the practical exams the candidate shall be required to reaccomplish the practical skills portion.

(E) A candidate may retake any examination section as frequently as the examination is offered by the Office of the State Fire Administrator, Certification Division. All satisfactory scores are cumulative for a maximum of one year from the calendar date that the candidate began the certification process for a particular level. There are no restrictions as to the number of times the individual may take exams during the one year period.

(F) Any candidate who has not successfully completed all examination sections for a particular level by the end of the one year period shall lose all satisfactory scores. The candidate shall then be required to retake the entire examination and begin another one year cycle of attempts.

(Effective June 7, 1996)

**Sec. 7-323I-97. Practical skills examinations**

(a) (1) All practical skills certification examinations shall be provided and administered by the Commission on Fire Prevention and Control, Certification Division.

(2) Periodically the Commission may offer Statewide open examinations. These practical skills examinations may be given in conjunction with written examinations. The candidate shall successfully complete the practical examination for a certification level (if required) prior to applying for and participating in the written examination for that level. Dates of upcoming practical skills examinations and application forms



may be obtained from the Commission on Fire Prevention and Control, Certification Division. Candidates applying for examinations shall file an application form with the Commission at least 10 days before the scheduled date of the examination.

**(b) Local delivery or regional school delivery of state practical skills exams.**

(1) At least 60 days prior to the anticipated test date for a fire department or regional fire school examination, the Chief of Department or the governing board of the regional fire school shall submit to the Commission on Fire Prevention and Control, Certification Division a completed "Request for Examination" form.

(A) Upon receipt of a "Request for Examination" form, the Certification Division shall forward a Certification Examination Site Compliance Form to be completed by the entity requesting the exam. It shall be the responsibility of the entity requesting the examination to complete the form and certify to the Commission that the site is conducive to the conduct of the examination. The Commission may conduct a site visit for the purpose of assisting the requesting organization to determine if the site is suitable and for approving the location for administration and conduct of a practical skills examination. Approved sites may not require subsequent Compliance Forms or visits unless, in the opinion of the Commission, the characteristics and facilities of the site have changed substantially.

(B) If, in the opinion of the Commission or its designated representative, the examination site is not suitable for the conduct of the exam on the specified date, and modification cannot be made in a reasonable period of time, the examination shall be canceled or postponed and the requesting entity shall be required to resubmit the "Request for Examination" form.

(2) Local or regional school practical skills examinations shall be administered by Commission personnel for a reasonable number of candidates and each fire fighter shall have demonstrated proficiency in all skill evaluations identified for that level by having been previously observed and evaluated by two certified fire service instructors in the accomplishment of these skills.

(3) Examination evaluators for local or regional school practical skills examinations shall be provided by the entity requesting the examination. The examiners shall be certified by the State of Connecticut to the level of Fire Service Instructor I and shall not have been directly involved in the training of the candidate being examined in the specific skill(s) being evaluated. The names of examiners shall be provided to the Certification Division prior to the examination for verification of credentials.

(4) The Commission shall, as a minimum, provide a Chief Examiner to administer each local or regional school practical skills examination.

(c) Every fire department may designate one (1) and each regional fire school may designate two (2) fire service instructors who shall be responsible for administering the training records of its members.

(d) Records of each candidate's practical training and evaluation shall be maintained by a designated fire service instructor at the site of the examination on forms approved by the Office of State Fire Administration.

**(e) Practical Skills Examination Structure - Number of Skills**

(1) Certification practical skills examinations shall consist of evaluation of psychomotor skills required by one or more of the objectives required for certification of the levels specified in Sections 7-323/-80 through 7-323/-94 inclusive of the Regulations of Connecticut State Agencies.

(2) Certification practical skills examinations shall consist of evaluation of a number of practical skills deemed appropriate by the Commission to adequately



measure the psychomotor skills required by the objectives required for certification of the levels specified in Sections 7-323l-80 through 7-323l-94 inclusive of the Regulations of Connecticut State Agencies.

**(f) Scoring:**

(1) Successful completion of all practical skills evaluated on a given examination day shall be required for certification. Successful completion shall mean a minimum of 70% on each practical skill evaluation sheet with no failure of identified critical skills.

(2) All practical skills examinations shall be graded by the Commission on Fire Prevention and Control, Certification Division, and shall be recorded permanently in Commission files.

(3) Test results shall be made available to each candidate either at the examination site or by first class mail within 4 to 6 weeks of the date of the examination.

**(g) Examination Delivery System:**

(1) All practical skills state examinations shall be administered under direct control of the Commission on Fire Prevention and Control, Certification Division.

(2) Examination practical skills evaluation sheets to be evaluated on a given examination day shall be delivered by a representative of the Certification Division to the examination site.

**(h) Administration Procedures:**

(1) Practical skills evaluations may be conducted in evaluation stations, the purpose of which are to approximate actual fireground situations which take into account the testing environment. Candidates shall be expected to perform skills swiftly, safely, and with competence.

(2) Examiners shall furnish the candidate with specific instruction for each skill to be evaluated. Examiners shall be allowed to clarify instructions but shall not be permitted to assist the candidate, either through verbal or practical assistance, once the evaluation has begun. In the case of multi-candidate evolutions, candidates shall be allowed to communicate with each other as would be expected in normal fireground operations.

(3) The time allowed for each examination shall be as deemed appropriate by the Commission.

**(i) Reexamination:**

(1) Any candidate receiving an overall grade below 70 percent on any practical skills evaluation sheet shall be afforded the opportunity to reexamine the skill or skills failed one time at the time of the examination. Subsequent failure of the skill or skills shall require the candidate to retake the entire practical skills examination.

**(2) Procedures:**

(A) Candidates shall be made aware of the skill or skills failed at the time of the examination. Candidates shall be given a reasonable period of time to prepare for the retake of the skill or skills. Candidates shall be permitted to review the practical skills grading sheet used for the original evaluation only. The use of any outside materials shall be prohibited. Candidates shall not be allowed to consult with any outside individual prior to participating in the retake.

(B) No person may be reexamined without complying with all requirements as defined in sections 7-323l-97 and 7-323l-98 of the Regulations of Connecticut State Agencies.

(C) If the written portion of the examination is not satisfactorily completed within 12 months of the date of the practical exams the candidate shall be required to reaccomplish the practical skills portion.

(D) A candidate may retake any practical skills examination as frequently as the examination is offered by the Office of the State Fire Administrator. There are no restrictions as to the number of times the individual may take exams.

(E) Any candidate who has not successfully completed all certification examination sections for a particular level by the end of the one year period shall lose all satisfactory scores. The candidate shall then be required to retake the entire examination and begin another one year cycle of attempts.

(Effective June 7, 1996)

### **Sec. 7-323I-98. Appeal**

(a) By telephoning the Commission on Fire Prevention and Control, Certification Division, for an appointment (subject to staff availability) within 30 days after mailing of grades, any candidate may inspect his/her written examination answer sheet or practical skills grading summary sheet to verify the mathematical accuracy of the grade and may, upon request, be apprised as to which section needs further preparation.

(b) A candidate may appeal any examination grade or other Commission on Fire Prevention and Control, Certification Division decision, by writing, within 30 days of the receipt of the decision or receipt of examination grades, to the State Fire Administrator, who shall arrange a hearing not more than 30 days after his receipt of the appeal. The hearing board shall be composed of the State Fire Administrator and the Connecticut State Fire Academy Appeal Committee consisting of three certified Fire Service Instructors.

(c) In the event the candidate is not satisfied by the aforementioned hearing, further appeal may be made to the Commission on Fire Prevention and Control, in writing, not more than 30 days after said hearing. The Commission shall schedule the appeal as an item on the agenda for a regularly scheduled Commission meeting not more than 60 days after receipt of the request and shall so notify the appellant not less than twenty days prior to the date of said meeting. The decision of the Commission shall be final.

(Effective June 7, 1996)

### **Sec. 7-323I-99. Reciprocity**

(a) Any fire fighter who possesses fire service certification from another agency which is at least equivalent to a level of certification offered by the Commission on Fire Prevention and Control may receive credit for said level of certification.

(b) The Commission on Fire Prevention and Control, Certification Division shall determine the level of credit to be awarded in accordance with the minimum standards of the State of Connecticut.